



**City of Elk Grove**  
**Annual Encroachment Permit Application**

8401 Laguna Palms Way • Elk Grove, CA 95758  
Phone (916) 478-2256 • E-mail: [epermitsline@elkgrovecity.org](mailto:epermitsline@elkgrovecity.org)  
[www.elkgrovecity.org](http://www.elkgrovecity.org)

\_\_\_\_\_  
**Permit Number**

USA  
Phone No. (800) 277-2600 or  
call 811

**PERMITTEE INFORMATION**  
(TO BE COMPLETED BY PERMITTEE, PLEASE PRINT)

\_\_\_\_\_  
PERMITTEE / BILLING INFORMATION

\_\_\_\_\_  
PERMITTEE CONTACT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY / STATE / ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL

*I hereby acknowledge that I have read, understand and agree to the terms and conditions of this encroachment permit application.*

\_\_\_\_\_  
PERMITTEE SIGNATURE

\_\_\_\_\_  
DATE

**CONTRACTOR INFORMATION**  
(TO BE PROVIDED WITHIN 24 HOURS OF COMMENCEMENT OF EMERGENCY WORK, EACH OCCURANCE)

\_\_\_\_\_  
CONTRACTOR PERFORMING WORK

\_\_\_\_\_  
CONTRACTOR CONTACT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY / STATE / ZIP

\_\_\_\_\_  
PHONE NUMBER / EMAIL

\_\_\_\_\_  
CONTRACTOR'S LICENSE NO.

\_\_\_\_\_  
CLASS

\_\_\_\_\_  
ELK GROVE BUSINESS LICENSE NO.

*I hereby acknowledge that I have read, understand and agree to the terms and conditions of this encroachment permit application.*

\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

Only work clearly defined as **EMERGENCY REPAIRS** shall be performed under this Annual Permit. Non-emergency work requires a standard encroachment permit.

An emergency repair is defined in Section 7-8.03 of the City of Elk Grove Construction Specifications. Notifications shall be emailed to [epermitsline@elkgrovecity.org](mailto:epermitsline@elkgrovecity.org) **and** by calling (916) 216-2187 prior to commencement of work, if possible. At a minimum, City shall be notified within 24-hours of the commencement of any work under this Annual Permit.



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## SUBMITTAL CHECKLIST

Additional information regarding the various submittal items can be found in the Encroachment Permit General Provisions.

**The following items shall be included in application submittal unless otherwise noted. Incomplete application submittals will not be reviewed:**

- Complete Application Signed by Permittee
- Signed Encroachment Permit General Provisions
- Annual Permit Deposit (\$2,000)
- Certificate of Insurance and Additional Insured

**The following shall be provided, as applicable, within 72 hours of the commencement of emergency work:**

- Contractor Information
- One (1) set of Detailed Plans / Exhibits
- One (1) set of Traffic Control Plans & Traffic Control Submittal Packet <sup>1</sup>
- Trench Cut Restoration Fees <sup>2</sup>
- Right of Entry Agreement <sup>3</sup> for Other Local Agencies and/or Private Property Owners
- Water Pollution Control Plan (<1 acre disturbed) or Storm Water Pollution Prevention Plan (≥ 1 acre disturbed).
- Material Submittals/Certificate of Compliance <sup>4</sup>

<sup>1</sup> Required for any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requiring a traffic control plan.

<sup>2</sup> Required for excavation in a paved City street. See City's current Development Fee Booklet and COEG Municipal Code Section 12.09.030.

<sup>3</sup> Required for work outside of City right-of-way

<sup>4</sup> Required for all materials used for installing/restoring/repairing City owned infrastructure

## APPROVAL

(TO BE COMPLETED BY STAFF)

### FEES

PERMIT FEE/DEPOSIT \$ \_\_\_\_\_

TRENCH FEE \$ \_\_\_\_\_

TOTAL PERMIT FEE/DEPOSIT \$ \_\_\_\_\_

PERMIT ISSUED BY (PRINT NAME): \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_